

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA
OFFICE OF THE CLERK**

EMPLOYMENT OPPORTUNITY

POSITION: Deputy-in-Charge, One-Person Divisional Office

LOCATION: Parkersburg, WV

ANNOUNCEMENT NUMBER: 12-CO-01

STARTING SALARY: CL 24 (\$34,356 - \$42,601)
Commensurate with qualifications.

OPENING DATE: February 17, 2012

CLOSING DATE: Open until filled. Applications received by
March 3, 2012 will receive first consideration.

REPRESENTATIVE DUTIES:

Manage the daily activities of the divisional office and act as liaison between the Clerk's Office, the bar, *pro se* litigants, and judges to ensure that cases proceed correctly, smoothly and efficiently. Represent the Clerk of Court in matters of public relations and the dissemination of public information concerning court procedures or processes. Create and process new case files, checking for prior or prohibited filings, as necessary. Open cases in case management system, docketing initial opening events. Perform all other case management duties that are associated with the civil, criminal and miscellaneous caseload, including the docketing of all entries of pleadings and other papers not electronically filed by the parties.

Prepare for transmission to appropriate parties such items as notices, judgments and awards. Inform parties when a judgment or appealable order is entered on the docket. Answer inquiries on case status and court procedures. Close cases upon receipt of terminating documents, such as judgments, orders and voluntary dismissals.

Respond to *pro se* and prisoner correspondence as appropriate and immediately upon receipt. Perform quality control review of civil docket entries electronically filed by attorneys. Scan, copy, file, pick-up and sort mail, processing as appropriate and immediately upon receipt. Prepare a Daily Check Log for incoming funds in accordance with the District's Internal Control Manual. Manage day-to-day local accounting functions, including the writing of receipts. Responsible for cash register and making bank deposits. Review of invoices for accuracy and forward to Court Administration for payment to vendors and contractors.

Answer and route incoming calls, providing basic information to the public, the bar and the court as well as assisting in the use of computerized databases. Maintain adequate supplies, equipment and miscellaneous items required for the efficient functioning of a divisional office in coordination with the Procurement Specialist. Retrieve files and make copies of records for court personnel, attorneys and others. Sort, classify and file case records, monitoring the integrity of the filing system to ensure timely and accurate filing of documents based upon District standards. Prepare, ship and retrieve records from the appropriate Records Center. Serve as main liaison with General Services Administration (GSA) for building maintenance and in concert with person assigned to Space and Facilities in Court Administration at the headquarters office. Coordinate and schedule room assignments for different agencies, court units and the bar. Manage and oversee exhibits and their disposition. Manage and oversee all vault contents and inventory.

Serve as juror contact at divisional office. Assist jury administrator in managing the jury needs for division. Notify jurors as needed for jury trials conducted at division. Maintain attendance records necessary to pay jurors, and serve as point of contact for jury information, e.g., Jury Selection Plan and court policies and procedures. Maintain telephone message system for division. Provide jury support to visiting judges, as needed. Compile and timely transmit monthly reports.

QUALIFICATIONS:

To qualify for the position, a person must be a high school graduate or equivalent and have a minimum of one year of progressively responsible clerical and managerial experience. A qualified candidate is able to enter a high volume of complex data into an automated case management system accurately, adhere to stringent deadlines, demonstrate strong oral and written communication skills, organization and analytical skills, and interact effectively with judges, attorneys, litigants, and court personnel. Familiarity with electronic case filing, especially the Case Management/Electronic Case Filing system, knowledge regarding court operations, the ability to work independently and without supervision is desirable. Ability to lift 40 pounds is required. A Bachelor's Degree is preferred. Selected candidate is subject to a FBI background check.

EMPLOYEE BENEFITS:

This position is covered by the Court Personnel System, and the incumbent is entitled to benefits that include participation in the Federal Employees' Retirement System, Social Security, Thrift Savings Plan (retirement savings plan with employer match), a choice of a health benefits plan from among several options, federal vision and dental insurance programs, life insurance, a flexible benefit program (pre-tax contributions for health insurance premiums, health care and dependent care expenses), annual and sick leave programs, a long term disability plan, a long term care program, periodic salary increases, and 10 paid holidays per year.

INFORMATION FOR APPLICANTS:

The United States District Court is part of the Judicial Branch of government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are “at will” employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request.

APPLICATION PROCESS:

Submit cover letter, resume, and salary history to the mailing address or email address listed below. To receive maximum consideration, application materials must be postmarked by March 3, 2012. Only applicants selected for interview will be contacted.

Korin Riggall, Human Resources Specialist
Attn: Vacancy Announcement 12-CO-01
P.O. Box 2546
Charleston, WV 25329-2546
Email: korin_riggall@wvsc.uscourts.gov

Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

*****AN EQUAL OPPORTUNITY EMPLOYER*****